

MID REGION COUNCIL OF GOVERNMENTS

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# Application Guide

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§5316 (Job Access and Reverse Commute)

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§5317 (New Freedom Program)

APPENDIX F – APPLICATION GUIDE

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## Introduction

Before you begin filling out the application, please take a few moments to do the following:

1. Make copies of the blank application.
2. If you are applying for funding for separate programs within your organization, a separate application for each program is required.
3. Consider the time line including the due date of the application.

## I. Applicant Information

Please make sure you fill out all of this section because the name of the contact person will be the person that the Mid Region Council of Governments will send all of its correspondence to. Be sure to use the appropriate program application.

According to FTA Advisory Circular 9050.1 and 9045.1, there are three types of organizations that are eligible to receive Section 5316 and Section 5317 funding:

- 1 Private non-profit organizations;
- 2 State or local governmental authorities; and
- 3 Operators of public transportation services, including private operators of public transportation services.

**Please do not forget to sign the application at the bottom of this section. Please ensure that the Governing Authorized Signature is secured if different from the Contact Person. Applications that are not signed cannot be processed.**

## II. Project Description and Justification

Please provide an attachment no longer than five pages, describing your program in detail. Please include any changes or expansions in your current program, if applicable, and tie it to your request.

For 5317 New Freedom funding is for services beyond ADA requirements.

### III. Summary of Funding Request

You will not be able to complete this section until you have completed the budget sections further into the application.

Please note that for this section, you need to enter Federal, Local & Total amounts. If you are requesting capital items please be sure to write a description of the equipment you are requesting.

If your project is funded and you are proposing to purchase capital items, the Mid Region Council of Governments will work with your organization on purchasing arrangements.

The purpose of this section is to determine the amount of local matching funds required for your program. Please note that for capital expenses, local matching funds must be in cash.

The federal-to-local matching ratios are:

|                        |       |
|------------------------|-------|
| Capital (5316, 5317)   | 80/20 |
| Operating (5316, 5317) | 50/50 |

### IV. Financial Information

The purpose of this section is to identify any trends in your expenses, revenues and to determine the amount of local matching funds required.

Please provide us with a FY08 Capital and Operating Budget along with your FY09 Projected Budget.

Please list all Capital items you are planning to purchase, along with quantity and cost per unit in the Capital Budget section. In addition, please describe how these capital items will be used.

Capital Items Price List is located in Appendix A and provided by NMDOT.

Please note: Mid Region Council of Governments reserves the right to approve and/or disapprove all capital purchases and requires that capital purchases support the projects according to FTA regulations.

If you have not had a budget in previous years, please enter N/A in the appropriate column(s).

Please be sure to justify all operations line item increases of 20% or greater for FY09.

Please provide and check item(s) that applies to your organization:

\_\_\_\_\_ **Copy of Articles of Incorporation**

\_\_\_\_\_ **Copy of 501(c)3 Certification**

\_\_\_\_\_ **Support letter from applicable Board/Council**

\_\_\_\_\_ **Copy of most current audit (transportation/transit portion if applicable)**

## **V. Current Transit Service Provision**

Please provide descriptions if you are currently providing service.

## **VI. Description of Service Area**

The Albuquerque Metropolitan Planning Area (AMPA):

Consists of:

- City of Albuquerque
- Village of Los Ranchos de Albuquerque
- Village of Tijeras
- unincorporated Bernalillo County
- Village of Los Lunas in Valencia County,
- Town of Bernalillo,
- Village of Corrales,
- City of Rio Rancho
- some portions of unincorporated county lands within southern Sandoval County.

Please list all the municipalities and counties served by your program.

A map showing your service area (8 ½ X 11 page) is required.

## VII. Legal Actions and Compliance Reviews

Mid Region Council of Governments will follow requirements and procedures to ensure that no person in the State of New Mexico shall on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under §5316 or §5317.

MRCOG will maintain a file of all such reports (if any) and requires that the subrecipient also have records available for review by the FTA.

Please provide a list of any active law suits or complaints naming your organization/agency with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits. If there have not been any lawsuits or complaints, please respond "NONE."

Also provide a summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:

1. Purpose or reason for review;
2. Name of organization performing the review;
3. Summary of findings and recommendations of the review; and
4. Report on the findings and recommendations of the review.

## VIII. Project Coordination

Please describe your efforts to tie your project and/or services to the Coordinated Transportation Plan for the Mid Region Council of Governments' Area.

(Please Note: Depending on what the type of project funded additional Public Hearings may be required by SAFETEA-LU, 49 U.S.C. 5323(b) and the National Environmental Policy Act (NEPA) and it's implementing regulations.)

## IX. Checklist

Please be sure to check every item on the list. If any of these items are missing, your application CANNOT be processed. If an item does not apply, please write N/A in that blank.

## Conclusion

After you have completed your application, please make a copy for your files. Mail or hand deliver one application with original signature(s) and two copies to:

Mid Region Council of Governments  
809 Copper Avenue NW  
Albuquerque, New Mexico 87102

Your application must be postmarked no later than **OCTOBER 22, 2007**. Applications postmarked after the deadline will not be considered. Applications may also be hand delivered to the Mid Region Council of Governments at the above address.

Your application will be reviewed by MRCOG Staff for eligibility, accuracy and completeness.

The application will be reviewed by MRCOG Transportation Advisory Committee evaluation committees, prioritized and recommendation for funding to the Transportation Management Committee. All applicants may be required to attend and give a brief presentation to the Transportation Management Committee board in order to clarify questions.

MRCOG staff will work closely with all applicants to establish funding levels and provide technical guidance.

## Appendix – A

If you intend to purchase your vehicle through the state price agreement effective January 19, 2007, below are examples of the types of vehicles and estimated costs for each vehicle type available (estimated cost is based on 5% over base cost). (Capital Examples Price List provided by NMDOT).

| Vehicle   | If ordered<br>October<br>2008 to<br>January<br>2009 -<br>Total Est.<br>Cost | If ordered<br>February to<br>September<br>2009 - Total<br>Est. Cost |
|---|---|---|
| Startrans Buses by Supreme: ST8 (3 + 8 Pass & 3 w/c Candidate II High Top)  | \$37,937.00   | \$40,213.00   |
| Startrans Buses by Supreme: ST7 (6 + 6 Pass & 2 w/c Candidate II High Top)  | \$37,937.00   | \$40,213.00   |
| Startrans Buses by Supreme: ST6 (10 + 2 Pass & 1 w/c Candidate II High Top) | \$37,937.00   | \$40,213.00   |
| Startrans Buses by Supreme: ST5 (14 Pass shuttler, Candidate II High Top)   | \$37,937.00   | \$40,213.00   |
| Braun Para transit Vans: PV3 (12 Pass + Driver)                             | \$31,723.68   | \$33,627.10   |
| Braun Para transit Vans: PV3 (13 Pass + Driver)                             | \$31,723.68   | \$33,627.10   |
| Braun Para transit Vans: PV4 (11 Pass + Driver)                             | \$31,723.68   | \$33,627.10   |
| Braun Para transit Vans: PV5 (6 walk on, 1 w/c +Driver)                     | \$33,101.68   | \$35,078.78   |
| Braun Para transit Vans: PV6 (4 walk on, 2 w/c + Driver)                    | \$33,101.68   | \$35,078.78   |
| Braun Para transit Vans: PV7 (2 walk on, 3 w/c + Driver)                    | \$33,101.68   | \$35,078.78   |
| Braun ADA Entervan: Van 2 (4 walk on, 1 w/c + Driver)                       | \$32,775.20   | \$34,741.71   |